



TIERPOORT TUTOR CENTRE CODE OF CONDUCT – CENTRE RULES



Tierpoort Tutor Centres' Code of Conduct aims to provide the ways that we can live according to our mission and values. Rules, regulations, and policies exist to give effect to the underlying principles and values, therefore in the event of a conflict between rules, regulations and policies and principles (mission/ values) the principles must prevail.

Tierpoort Tutor Centres' Mission

Tierpoort Tutor Centre exists to provide a safe space for children and teenagers to make learning happen. It is a place where knowledge is valued, creativity is kindled, friendships are formed, and failure is not feared. To guide and assist our learners to achieve personal and academic success. Because we focus on individual success can mean different things. For some learners, success means getting good marks. However, for others, it might mean passing a grade.

Tierpoort Tutor Centres' Values

- We are our people: the community of learners, tutors and parents all working together.
- Learning: Everything that you don't know is an opportunity to learn something new or to increase your knowledge.
- Take pride in, and ownership of, your work.
- Respect: Treat every person with dignity and good manners (including yourself).
- Self-respect: This is where respect begins.
- Kindness: A specific manifestation of respect.
- Curiosity: Don't be afraid to ask questions.
- We cultivate companionship.
- Care about other people.
- Authenticity and Acceptance – Don't change who you are.
- We embrace diversity.

Scope

This Code of Conduct applies to the learners, staff, and parents and is aimed at ensuring that Tierpoort Tutor Centre delivers a quality education to all who attend it.

It applies on Tierpoort Tutor Centres' premises and to events that are organized by Tierpoort Tutor Centre.

This Code of Conduct endeavours to foster mutual respect and the formation of sound, educative interpersonal relationships between learners, educators, tutor-centre and home – All parties working together to achieve the best possible outcome for the Learner.

Rights of Learners, Tutors & Parents

In this document, parent includes any guardian or person who acts in the role of parent. Tierpoort Tutor Centre should be a safe environment where all parties can work together towards the education of learners without being hindered. Specifically, the tutor centre:

- Should be free of bullying (including cyber-bullying), criminal behaviour, intoxication (drug or alcohol), harassment (including cyber-harassment), intimidation, racism, sexism, sexual harassment, weapons and/or victimization and/or other similar behaviour or threats.
- Learners, Tutors and Parents should all be treated with respect by each other.
- Learners, Tutors and Parents have the right to privacy with regard to their person or belongings. This right may be limited in the event that the principal or their designee has reasonable cause to believe that illegal or harmful materials are in a person's possession that may disrupt the educational process or endanger the health, safety or welfare of any person on Tierpoort Tutor Centres' premises or at an event organized by Tierpoort Tutor Centre. This right may be limited in the event that there is reasonable cause to believe that a person might be in possession of stolen property.

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Responsibilities of Learners, Tutors & Parents

- Learners, Tutors and Parents have a responsibility to respect all persons and their property.
- Learners and Tutors are responsible for their own possessions, including their books and stationery.
- Learners, Tutors and Parents must ensure that academic integrity is maintained by ensuring that the learner does their own work and does not copy from any other source, learner, or memorandum.
- Additionally, Learners, Tutors and Parents must ensure that rules and policies relating to tasks, assignments, examinations, etc. are adhered to.
- All persons are responsible for cleaning up after themselves.
- Parents are responsible for ensuring that learners have the requisite books, stationery and supplies needed to complete their work.
- Parents are responsible for ensuring that they meet their financial commitments to the tutor centre.
- Parents are responsible for making sure that the necessary transport arrangements are made for learners at the end of the tutoring day in a timeous manner.

Basic Classroom Responsibilities

Learner Responsibilities	Tutor Responsibilities
Be prepared to learn: Arrive on time, with required stationery, books, etc	Be prepared to teach: Arrive on time with lesson adequately prepared
Pay attention and listen	Be present and try to make the material interesting
Take adequate notes during lessons	Explain concepts and provide information
Do homework and study	Explain work. Be available to assist if required
Ask and answer questions and participate in lessons	Ask and answer questions, provide explanations and expand as necessary
Turn in assignments and tasks: On time That are completed to the best of the learner's ability Neatly presented	Hand out assignments and tasks: Provide learner's enough time to complete them Having covered the required work
Ask for help if they do not understand the requirement(s) of an assignment	Be willing and available to help with explaining requirements of assignments
Learners are responsible for not engaging in play or rough house behaviour unless a tutor is present	Tutors are responsible for adequately supervising learners

GENERAL PRINCIPLES

1. Learners are expected at all times to behave in a courteous and considerate manner towards one another, all members of staff and visitors to the Centre.
2. Learners are expected to abide by the Centre rules with regard to appearance and behaviour when representing the Centre during Centre hours and after hours, on the Centre premises and also when away from Centre. Learners may not say or do anything that will discredit themselves or the Centre. This will include any reference to the Centre, its management or its tutors on any form of social media e.g., Facebook, Twitter and Instagram.
3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of another learner or cause another learner physical or emotional harm.
4. The Centre will contact parents/guardians where a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.
5. Any transgression that is regarded as a criminal offence in terms of South African law, as well as any transgression that is regarded as an act of misconduct in terms of the South African Schools Act, will be regarded as a transgression of this Code of Conduct.

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6. Learners are required to obey all reasonable instructions given by Centre staff whilst on Centre property or externally when participating in Centre activities.

CENTRE AND CLASS ATTENDANCE

Parents/guardians, learners, tutors and Centre management are jointly responsible for ensuring that all learners attend facilitated lessons at the Centre.

1. If a learner does not attend the Centre regularly, the relevant register tutor will report the absence of the learner to the parent and the principal in writing. The register tutor must keep an accurate record of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.
2. All learners are to arrive at the Centre before the official starting time – 08:00. Learners who are late must report to the principal.
3. Any absence from the Centre must be covered by an absentee note from a parent/guardian.
4. Should a learner be absent from the Centre for a period of two (2) days or longer, this leave of absence must be supported by a letter from a medical doctor, clinic note, or parent/guardian note in writing.
5. Where a Gr 10 – 12 learner is absent from any formal examination, test, or task, it is the parent's responsibility to apply to Impaq to register for a necessary 999 code to exclude that task/test/examination from the year results. The parent must ensure that the correct Impaq form is used, all required supporting documents are submitted and the application is sent to the correct department/email address at Impaq. TTC assumes no responsibility whatsoever in this regard.
6. No learner may leave the Centre during Centre hours without a letter/email/WhatsApp message from a parent/guardian requesting the release of their child and the permission of the Principal/Head Senior from whom permission must be obtained.
7. Truancy from the Centre is prohibited.
8. Any work that has been missed will be for the learner's responsibility to catch-up. Work is not revisited except during revision periods just before the tests/exams.

GENERAL APPEARANCE

Learners are expected to wear neat, presentable clothes and appear neat and tidy at all times. Beachwear, clothes that are see-through and/or too revealing are not allowed. Learners will be reminded at the start of each term as to the precise detail of the Centre's dress code. The Centre's decision regarding dress code is non-negotiable.

VALUABLES AND PERSONAL BELONGINGS

The Centre will not be held responsible for theft of, or damage to, personal belongings on Centre premises (e.g. cell phones, laptops, any other electrical equipment, bags, books and clothing irrespective of whether same has been handed in to the Centre during Register period or not).

1. Learners should avoid bringing large sums of money and valuables to the Centre.
2. Cell phones and/or smart watches brought to the Centre must be switched off before submitting it to the Register tutor during Register period. Cell phones are only allowed during break and after school.
3. If a parent requests a learner to pay Centre fees on his/her behalf, such Centre fees should be paid before the start of the Centre day. Cash payments must be made at the office and the learner is to ensure they receive a signed receipt for the amount so paid. Please note cash deposit fees apply.
4. Learners should not bring computer games, iPods or similar electronic devices to the Centre. However, if these are brought on to the Centre's premises, these must also be handed in during Register period.

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GENERAL RULES

1. Learners must comply with all lawful and reasonable instructions given to them by any Centre staff member.
2. Loitering and/or playing in and around the corridors and toilets are forbidden at any time.
3. All litter must be placed in refuse bins that are allocated on the playground, in the kitchens and/or classrooms.
4. Wilful damaging, vandalizing or neglect of Centre property and the property of others, either by writing on or by a physical act, is prohibited.
5. Theft of Centre and private property is prohibited.
6. Any act of cheating in formal tests or internal or external examination is prohibited. This may lead to an allocation of a zero mark as well as reporting to the Examination Board and/or Termination from the Centre.
7. Copying of and/or borrowing another learner's work is forbidden.
8. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
9. Any action or failure by learners that constitutes or could constitute a health risk to any other person must be avoided.
10. Learners must leave the restrooms/toilets in a clean and considerate condition after use.
11. The timeous handing in of homework / tasks is the responsibility of each learner. Deadlines missed may lead to an allocation of a zero mark.
12. All learners are obligated to comply with test and examinations as set and the conditions of writing them as prescribed by Impaq and/or SACAI.
13. Learners who fail to produce a medical certificate for absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (zero) for the particular examination/test/assessment task.
- 14. No tests will be written at another time or date other than those as advised by SACAI, Impaq and/or the Centre.**
15. The learner will respect the beliefs, culture, dignity and rights of other learners and staff, as well as their right to privacy and confidentiality.
16. Language that is seen as derogatory, discriminatory, or racist is prohibited.
17. Any act that belittles, demeans, or humiliates another learner's culture, race or religion is prohibited.
18. All learners have the right to an education, free of interference, intimidation and/or physical abuse.
19. All learners will respect the property and safety of other learners and staff.
20. Fighting (physical or verbally) or threatening of other learners is forbidden.
21. All learners will respect one another and all Centre staff.
22. The carrying, copying and/or reading of offensive material is prohibited.
23. Learners must keep clear of areas that are indicated as out of bounds. These include:
 - An area where a lesson is being conducted.
 - Electrical mains distribution boxes, fire extinguishers and hoses.
 - Outside Palisade boundary.
 - The ground and cleaning personnel's quarters.
 - Maintenance sheds and/or storage units.

RULES GOVERNING PUBLIC PLACES

The Centre is a place of safety where laws pertaining to public spaces are applicable.

1. No dangerous objects or illegal drugs as defined in the SA Centre Act or the Safety Regulations will be brought onto and/or used on the Centre property unless authorized by the principal for educational purposes. Dangerous objects include knives, unlicensed firearms or any item that could harm a person.
2. The carrying and/or smoking of cigarettes is prohibited.
3. Alcohol is not permitted on Centre premises or during any Centre activity.
4. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

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5. In the event that there is any suspicion that a learner is under the influence of any substance or to be carrying any item that is specifically prohibited by this Code of Conduct, then the Centre has the right to conduct searches and testing of the learner and their belongings. During any such search the learner's dignity will be respected and therefore the search/test will be conducted in private, by persons of the same sex, and in the presence of a witness. The process and outcome of the search and/or test will be recorded in writing and kept on the learner's file. In the event that the search and/or test results indicate that there has been criminal activity of any kind whatsoever, the Centre retains the right to advise the South African Police Services.

Learners wishing to park motorcycles/bicycles on the Centre grounds must first obtain permission from the Centre to do so and make use of the areas specifically demarcated for this purpose. The Centre assumes no liability whatsoever in granting permission for same to be brought onto the Centre's premises.

TRANSPORT

1. All learners park their motorcycles and bicycles on the Centre premises at their own risk.
2. Specific areas are provided for the safekeeping of bikes, etc. and must be used by learners.
3. Learners may ride a motorcycle on the Centre grounds provided the learner has a license to drive that vehicle and provided extreme caution is exercised. Reckless behaviour is forbidden.

I,, a learner at Tierpoort Tutor Centre, understand the rules and their implications and hereby commit today, the of 20..... to:

- Abide by the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner and respect other learners, all members of staff and visitors to the Centre.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
- Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time.
- Cooperate with the tutors and other Centre staff.
- Assist in making the Centre a safe place for all.
- Seek help if I need it.
- Let the Centre know if I feel my rights have been infringed, or if I experience any other difficulty.

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Learner

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Parent/Guardian

TTC makes use of the popular WhatsApp Application for most of its communications to parents, including general broadcasts and most incidences that occur at the Centre eg. 'Homework not done' and 'Tasks not handed in on due date'. Although this falls under the Disciplinary notification, TTC DOES NOT MAKE USE OF A DEMERIT SYSTEM IN ANY FORM WHATSOEVER. These notifications are sent to parents so that the parent can take whatever action they deem necessary. No learner will be punished or prejudiced in any way by TTC, or its staff, for not having completed homework or for not having handed in a task etc.

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Offences	Steps to be implemented
LEVEL 1	
Littering	3rd offence – WhatsApp Notice to parents
Excessively noisy or unruly behaviour	3rd offence – WhatsApp Notice to parents
Eating of food or chewing gum during any class time	3rd offence – WhatsApp Notice to parents
Entering an out of bounds area	3rd offence – WhatsApp Notice to parents
Misconduct or poor sportsmanship during an extramural activity practice	3rd offence – WhatsApp Notice to parents
Failure to submit an absentee note by the stipulated deadline	3rd offence – WhatsApp Notice to parents
Spitting in public	3rd offence – WhatsApp Notice to parents
Failure to do classwork and homework	WhatsApp Notice to parents
Failure to: – bring the required textbooks, notes, stationery, or equipment to a lesson – hand work in on time	WhatsApp Notice to parents
Copying another learner's classwork or homework	Keep record – go onto file WhatsApp Notice to parents
Defacing Centre property	WhatsApp Notice to parents Parents to be invoiced
Reporting late for class	Keep record – go onto file 3rd offence – WhatsApp Notice to parents
Use of offensive material to cover books or files	Keep record – go onto file Request replacement
Possession and/or use of a cell phone, computer game, iPod and similar electronic devices, during all class time	WhatsApp Notice to parents
Arriving late for Centre without an excuse note	Keep record – go onto file 3rd offence – WhatsApp Notice to parents
LEVEL 2	
Vandalism – minor	Removal of graffiti, Phone call to parents, warning letter
Interfering with another person's possessions/property without the owner's consent	Phone call to parents and warning letter
Damaging another person's possessions/property as a result of interfering or using said possession or property without the owner's consent	Phone call to parents and warning letter and liable for replacement costs
Racism; remarks/insults	Phone call to parents and warning letter
Forgery of parent's signature	Phone call to parents and warning letter
Intimidation by verbal threat to harm the person or his property (bullying)	Phone call to parents and warning letter
Swearing, lying or using obscene gestures	Phone call to parents, warning letter
Verbal or non-verbal abuse	Keep record – go onto file 2nd offence – WhatsApp Notice to parents
Disrespect or insolence	Keep record – go onto file 2nd offence – WhatsApp Notice to parents
Insubordination –ignoring or failing to carry out a specific instruction (to include failure to do work, or failure to report to the Senior's classroom, or failure to report to the subject tutor with this work/punishment as stipulated)	Temporary removal from class, warning letter
Disruptive behaviour in class	Keep record – go onto file 2nd offence – WhatsApp Notice to parents

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	3rd offence - Suspension from class Parent meeting Continuous disruption - Termination
Truancy from any class time	Keep record – go onto file 3rd offence – WhatsApp Notice to parents
Possession or use of firecrackers	Phone call to parents and warning letter
Any action which brings the Centre's name into disrepute	Phone call to parents and warning letter
Possession of offensive material, excluding pornographic material	Phone call to parents and warning letter
Tampering with safety and other equipment on Centre premises	Phone call to parents, warning letter, suspension for 5 days, cost to parents
LEVEL 3	
Fighting, common Assault or attempted assault, including physical intimidation	Warning letter, meeting with parents 2nd assault – immediate Termination
Public disturbance	Warning letter and meeting with parents
Gambling	Warning letter and meeting with parents
Using a cell phone as a means of communication during formal testing	Phone call to parents and warning letter. Zero for test
Cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal or non-verbal, with another learner	Zero for test and warning letter. – 1 st offence Examination board to be informed Termination from Centre – 2nd offence
Possession of pornographic material	Warning letter and meeting with parents 2nd Offence – Termination
LEVEL 4	
Possession and/or use of weapons that cause physical injury (knives, etc.)	Termination from Centre
Possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon	Termination from Centre
Possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance	Termination from Centre
Poisoning, or attempting to poison another person	Termination from Centre
Theft, robbery, breaking and entering	Termination from Centre
Malicious damage/injury to property of the Centre, staff members, fellow learners or any other person or body	Repair/replacement Termination from Centre
Rape, attempted rape, or indecent assault	Termination from Centre
Physical assault that results in bodily harm	Termination from Centre
Sedition or inciting any form of illegal strike action/meeting/campaign on Centre premises	Termination from Centre
Public indecency	Termination from Centre
Forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof	Termination from Centre
Any offence punishable under common law	Termination from Centre
The centre reserves the right to report All LEVEL 4 offences to SAPS if deemed necessary.	

ALL DISCIPLINARY INCIDENTS WILL BE RECORDED IN THE LEARNER FILE

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